

44 MAY 1984



## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes

FROM:

C/OC-AMD

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

14 MAY 1984

14 MAY 1984

2.

DD/CO

14 MAY 1984

14 MAY 1984

3.

OC-EXA

14 MAY 1984

14 MAY 1984

4.

OC-MLS

14 MAY 1984

15 MAY 1984

5.

OC/OL/IMC

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

(Archives)

CONFIDENTIAL

OC - 9906-84

10 MAY 1984

MEMORANDUM FOR: Director of Communications

25X1 FROM:

Chief, Administrative Management Division, OC

25X1 SUBJECT:

OC-AMD Staff Notes - 30 April - 4 May 1984

*Jim*  
25X1 1. Chief, Career Development Training Group (CDTG) attended the  
25X1 Panel N graduation  Communications School on 4 May and spoke  
to the graduating technicians and staff.

2. CDTG has announced the running of a pilot, "OC Mini-Masters  
Seminar" program, beginning on 4 June. The program consists of eight  
separate one-hour presentations by OC officers on current topics of  
interest. All grades and panels are invited to register and attend.

25X1 3.  presented a session on Effective Listening to the  
25X1 Office of Logistics Senior Secretary Seminar on 30 April

4. Communications School has 12 staff members TDY to provide  
training for the foreign network, and one individual providing a domestic  
training session

CONFIDENTIAL

## CONFIDENTIAL

25X1 SUBJECT: OC-AMD Staff Notes - 30 April - 4 May 1984 [REDACTED]

25X1 10. Panel D gained four employees during the period with three losses; two due to retirements and one resignation. The Panel is currently 30 employees over authorized ceiling. These figures include the 114 EOD students that are not in a production status or available for assignment. [REDACTED]

25X1 11. Four Agency employees and the area recruiter [REDACTED] attended the Southern Methodist University TEC '84 Job Fair 3 May to recruit Electrical Engineers, Math, Computer Science and Physics majors. Approximately 400 to 500 students attended, including a large number of local high school students, to speak with 20 companies competing for engineers. Of those who visited the Agency booth, approximately 35 indicated interest in pursuing careers with the Organization. The recruiter will follow-up with interviews and processing. [REDACTED]

25X1 12. During a recent TDY overseas by a CS instructor, we discovered that some OC personnel were not aware of the expiration provision of "Catch 62". This was notwithstanding two Headquarters notices and worldwide cables on the subject. This could be attributed to the individuals being on home leave or between assignments when the notification went out. AMD/PAG, therefore, sent an all-location cable summarizing the provisions of "Catch 62", which concerned employees who had post 1956 active military service. [REDACTED]

25X1  
25X1

CONFIDENTIAL